

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-231-2287-XXX	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Teacher Elementary – Multiple Subjects CF		
	WORKING TITLE Teacher CF		
	TIME BASE / TENURE P/FT	CBID R03	WWG SE
	COI Yes ☐ No ☒		
LOCATION Vacaville, California	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning			

needs and group activities. All efforts should be made to maximize instructional time so that teaching and learning takes place from the beginning to the end of the class.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Prepare courses of study and daily lesson plans. Plan, assign and supervise work given. Instruct students based on adopted curriculum standards for each course. Maintain and evaluate records of students' performance. Counsel students in their progress in the instructional program. Work with students to help set and meet educational needs and goals in literacy and numeracy. Use the textbooks adopted by the Office of Correctional Education (OCE) for a majority of instruction and teach subjects prescribed by state and local regulations.
30%	Instruct pupils in citizenship, basic communication skills, the use of educational technology, and other general elements of the course of study specified in the state law, administrative regulations, and OCE procedures. Prevent escapes and injury by students to themselves, others, or property. Inspect premises and search students for contraband, weapons, or illegal drugs. Record daily attendance in the official student database.
25%	Collaborate with peers to develop learning plans and assessments in order to motivate and support students and best utilize the available time for instruction. Administer, verify, and document test results to ensure that students reading and math scores are accurate and available. Complete documentation of all educational programs paperwork.
5%	Maintain control and discipline in the classroom. Initiate any disciplinary paperwork needed when students do not follow classroom rules and regulations.
5%	Attend in/out service training as required and perform other job related duties as necessary. Relieve teachers in specialties other than those for which they were hired.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

--	--	--

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-231-2290-XXX	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Teacher (High School Gen Ed) CF		
	WORKING TITLE Teacher (HS) CF		
	TIME BASE / TENURE P/FT	CBID R03	WWG SE
	COI Yes ☐ No ☒		
LOCATION Vacaville, California	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning			

needs and group activities. All efforts should be made to maximize instructional time so that teaching and learning takes place from the beginning to the end of the class.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Prepare courses of study and daily lesson plans. Plan, assign and supervise work given. Instruct students based on adopted curriculum standards for each course. Maintain and evaluate records of students' performance. Counsel students in their progress in the instructional program. Work with students to help set and meet educational needs and goals in the pursuit of a high school diploma or equivalent. Use the textbooks adopted by the Office of Correctional Education (OCE) for a majority of instruction and teach subjects prescribed by state and local regulations.
30%	Instruct pupils in citizenship, basic communication skills, the use of educational technology, and other general elements of the course of study specified in the state law, administrative regulations and procedures of the school district. Prevent escapes and injury by students to themselves, others or property. Inspect premises and search students for contraband, weapons or illegal drugs.
25%	Collaborate with peers to develop learning plans and assessments in order to motivate and support students and best utilize the available time for instruction. Administer, verify, and document test results to ensure that students reading and math scores are accurate and available. Complete documentation of all educational programs paperwork.
5%	Maintain control and discipline in the classroom. Initiate any disciplinary paperwork needed when students do not follow classroom rules and regulations.
5%	Attend in/out service training as required and perform other job related duties as necessary. Relieve teachers in specialties other than those for which they were hired.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

--	--	--